



Pacific Northwest Wildfire Coordinating Group

Mission Statement, Charter, and Working Guidelines

Authorization:

The Pacific Northwest Wildfire Coordinating Group (PNWCG) is authorized by the 2014 Pacific Northwest Master Cooperative Fire Protection Agreement.

Mission Statement:

PNWCG is established to further interagency coordination of wildland fire and fuels management for local, tribal, state and federal agencies to enhance firefighter safety and protect life, property, and natural resources. PNWCG is responsible for coordination in support of implementation of the National Fire Plan (State and Regional coordination) and the Cohesive Strategy.

Charter:

1. Provide interagency leadership and coordinated implementation of fire and aviation management policies, directions, and standards.
2. Foster a full partnership, trust, and mutual assistance among the wildland fire protection entities.
3. Coordinate and provide interagency leadership to promote efficiency, effectiveness, and safety of incident management and operations at local, national, and area command levels.
4. Recommend a unified course of action to geographic area agency administrators in order to promote safety and provide oversight in all aspects of fire and incident management.
5. Serve as geographic clearing house and forum for the identification and resolution of interagency fire and incident management issues.
6. Promote ecosystem management, prevention and education, fuels management, and the reduction of loss in the wildland-urban interface.

7. Provide leadership and oversight in geographic area for fire management safety and training programs.
8. Serves as focal point for interagency coordination for the northwest, sub-geographic areas, and national levels.
9. Establish the geographic area multi-agency coordination group (MACG), consistent with PNWCG MACG Guidelines.
10. Provide oversight to the Northwest Coordination Center and Northwest Mobilization Guide.
11. Provide oversight for the PNW National Incident Management Teams.

/s/ Nancy Hirsch
Chair, PNWCG

Date: June 18, 2014

Working Guidelines

Membership:

1. The PNWCG will be comprised of the regional fire management officers/directors or their designated representative from each of the following agencies: USDA Forest Service, USDI National Park Service, Bureau of Land Management, Fish and Wildlife Service, and Bureau of Indian Affairs; State of Oregon, Department of Forestry, State of Washington, Department of Natural Resources; representatives from the Oregon and Washington Fire Chiefs Associations and the Oregon and Washington State Fire Marshals. Additional members may be added if the PNWCG determines it to be appropriate.
2. Member accountability for all actions contributes to excellence. Members shall insure that respective agency policy and procedures are maintained and agency administrators are informed. They are expected to be informed on center/committee issues and concerns, attend meetings, provide PNWCG guidance as necessary, and provide feedback and information to PNWCG. Members are responsible for informing the fire management community within their organization about PNWCG activities.

Organization and Officers:

Chair and Vice-Chair: The PNWCG will select a Chair and Vice-Chair, on a rotating basis, for one year terms. The Vice-Chair will advance to the office of Chair after completion of the one year term or upon vacancy of the Chair. The term of office begins in January. The Vice-Chair will be selected by a majority in December of the year prior to seating. A member should sit on the Coordinating Group for one year before being considered for the chair position.

1. The Chair is responsible for calling meetings, setting agendas, and coordinating with PNWCG. The Chair assures that necessary reports are submitted and meeting notes are prepared for each meeting, and posted on the Web page, serves as liaison coordinator for the Committees. The Chair serves as PNWCG MACG Chair.
2. The Vice-Chair assumes the duties of the Chair in the Chair's absence. The Vice-Chair oversees all issues related to the management of the PNWCG web site.

PNWCG: The PNWCG will provide direction and oversight by identifying issues, concerns, and opportunities of mutual interagency interest. PNWCG members are responsible for providing coordination and liaison with their assigned sub-geographic areas and Committees, and with their respective agency administrators.

The PNWCG meets monthly or at an interval determined by the PNWCG to be appropriate. When a member is absent, they will assign a representative who can speak for their agency in their place, or designate another PNWCG member to speak for them as their proxy. A minimum of six PNWCG members, including proxy's, with one of the six being either FS or BLM, and one of the six being ODF or DNR, is considered a quorum. By the Friday prior to the meeting, if

a quorum is not going to be present, a decision will be made by the Chair whether to hold a meeting with a smaller group to discuss but not decide important issues, to schedule a conference call in lieu of the meeting, or cancel the meeting.

PNWCG Facilitator: Is appointed at the pleasure of the PNWCG. Position serves as the primary point of contact for the PNWCG business.

1. Meetings:

- ~ Prepares a draft agenda for the Chair's approval.
- ~ Sends the approved agenda and supporting materials to the members.
- ~ Participates in monthly PNWCG meetings.
- ~ Attends Committee meetings as needed or requested.

2. Manages the work of others:

- ~ Tracks Task Orders to Committees through Liaisons.
- ~ Tracks overlap of work assignments to Committees.
- ~ Monitors work assigned, delegated, or contracted to others.

3. Records Management:

- ~ Is the primary point of contact for correspondence with the PNWCG
- ~ Prepares draft memorandums for the Chair
- ~ Distributes signed correspondence.

Functional Areas: Encompass PNWCG Committees having shared specializations, and include:

- Aviation
- Incident Business
- Integrated Resources
- Operations
- Safety
- GeoBoard

Functional Area Liaison: is a PNWCG member dedicated to the committees within a Functional Area that will:

1. Attend Committee meetings and conference calls, as needed or requested by Committee Chair.
2. Deliver, clarify, interpret, and provide guidance on PNWCG Task Orders for the Committee.
3. Ensure the Committee develops an annual operating plan and/or program of work for the year.
4. Serve as a conduit for relaying information from the Committee back to the PNWCG and vice-versa.
5. Keep communication open with Committee Chair.
6. Ensure vacancies on the Committee are promptly filled.
7. Resolve issues and internal Committee conflicts as needed.
8. Approve materials from the Committee to be posted to the web site.
9. Receive and review correspondence between PNWCG and the committee, and;
10. Provide advice to the committee for budgets, projects, and strategic planning.
11. Actively enlist agency interests and coordinate as necessary with other functional areas.

The PNWCG will provide direction and oversight by identifying issues of mutual interest and assigning work through task orders to the appropriate Committee(s) via PNWCG Liaisons. Committee outputs frequently take the form of a recommendation to the PNWCG. Outputs shall be fully staffed out, generally with a recommendation and coordinated with their PNWCG Liaison prior to being presented to the PNWCG. Committee work will be submitted to the Liaison in a compatible electronic format sufficiently in advance of meeting being presented so that copies can be distributed to the PNWCG members ahead of that meeting.

Committees will share a master charter developed by PNWCG. The charter sets requirements for establishing a chair and vice-chair, and the need to regularly communicate its activities to the PNWCG. Committee membership shall be selected from PNWCG member agencies; however, it is not expected that all PNWCG member agencies will or have to have Committee representation. Communication of Committee activities will be communicated and coordinated through the Committee Chair, Liaison, and Committee members and non-represented PNWCG members. Ad hoc members may be added for specific task orders at the direction of or when approved by the Committee Chair(s). Committees are encouraged to staff task groups with subject matter experts from other committees, as appropriate, to ensure integration and accomplishment of tasks of mutual or overlapping interests.

Task Groups: Task Groups may be created by the PNWCG to complete short term assignments. When the task is completed, the Task Group is disbanded.

Criteria for Establishing Committees or Task Groups:

Committee	Task Group
Relevant to PNWCG Mission	Single Objective
Standing (Ongoing) Work	Completion date of objective can be defined, and is generally short term
Interagency	Can be comprised from different committee members, e.g., aviation, operations, incident business
Independent of existing Committees	May be created by PNWCG or Committees
Expected to coordinate with other relevant committees via Chairs.	Disbanded when work is complete